

PROTESTANT EPISCOPAL CHURCH

HANDBOOK
OF THE
OVERSEAS
DEPARTMENT

THIRD EDITION

NEW YORK: THE NATIONAL COUNCIL • 1947

CHANGES IN THE REGULATIONS PASSED
AT THE NATIONAL COUNCIL MEETING
IN APRIL, 1947

Add to Par. 7:

"If a newly-appointed missionary has had previous experience in the language in which he is to be working, credit for such experience may be given at the discretion of the officers of the Department, except that in no case shall such person begin at the maximum salary."

Add to Par. 9: (insert before the final sentence)

"and will include, whenever practical, a kitchen stove, a refrigerator and modern plumbing, such fixtures when installed by the Mission becoming its property."

Change Par. 49 to read:

"The term of service in the Missionary District of Liberia is two years, with six months' furlough."

Par. 50-A:

"The term of service in the Missionary District of Honolulu is three years, with three months' furlough."

Add to Par. 93:

"Members of Religious Orders who are Council appointees shall, when they have satisfied the same requirements as apply to the retirement of other Council missionaries, receive a retiring allowance equal to one-half the rate then in effect for single missionaries, with the understanding that such allowance may be paid directly to the Order of which the missionary is a member."

PREFACE

THIS Handbook is a guide for missionaries in all fields overseas and for officers of the Overseas Department and the Department of Finance of the National Council. It embodies the regulations which experience has shown to be essential to the efficient conduct of missionary work and to harmonious cooperation among all those who are engaged in it. All concerned are expected to be familiar with the Handbook, to accept its provisions fully, and to join heartily in their observance. This edition of the Handbook incorporates all regulations adopted by the National Council up to March 1, 1947.

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This Handbook applies to all Foreign and Extra-Continental Missionary Districts except that in regard to children's allowances, educational allowances, furloughs, and the payment of medical and dental expenses, the District of Honolulu is governed by special regulations.

DEFINITIONS

ACCOUNTS. Budget Accounts. Accounts of the receipt and expenditure of money appropriated by the Council for the use of the District.

Local Accounts. Accounts of the receipt and expenditure of money received by the District over and above that which it receives from the Council.

BISHOP. The Bishop of the Missionary District.

COUNCIL. The National Council.

DEPARTMENT. The Overseas Department.

DISTRICT TREASURER. Treasurer of the Missionary District.

"ENTITLED". The word is used to mean "receives automatically as of right". Thus "is not entitled to" means no more than "does not receive automatically as of right".

MISSION TREASURERS. Treasurers of either Districts or Stations.

MISSIONARY. Any worker under appointment by Council or Bishop, including those employed in the field (except as modified by Section 4). Wives of appointed missionaries are not under

specific appointment and do not receive a stipend except as they share in the increased stipends given to married men; but wives are regarded in other ways as missionaries and are expected to participate in the work of the mission so far as family responsibilities permit. Wives of missionaries are subject to all the rules except those which cannot apply to them and they are specifically subject to rules 59 to 71, 73 to 82, 106 to 110, inclusive.

SOCIETY. "The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America". The members of the National Council are the directors of the Society.

SPECIALS. Missionary projects not included in the regular budget.

STATION TREASURER. Treasurer of a station or area within a Missionary District.

APPOINTMENTS

1. Missionaries are appointed by the Council to a specific field but not to any specific station. They are appointed to serve during the pleasure of the Bishop and of the Council.
2. Regular appointment of a missionary by the Council involves not only salary but also travel expenses, living quarters, children's allowances, educational allowances, part payment of medical and dental bills, furloughs, and retiring allowances.
3. Special appointment of a missionary by the Council for a limited term involves no other remuneration than salary and living quarters except by special agreement.
4. "Employment in the field" describes the status of certain workers employed by the Bishop for a limited term. Such workers receive no remuneration or allowances other than their salaries, except by special agreement.
5. Missionaries "employed in the field" may be given regular appointment upon application of the Bishop and affirmative action of the Council. Upon such appointment the missionary shall be given credit for service rendered to the mission while "employed in the field". He shall not be entitled to travel to the field or to an outfit allowance except by special action. His date of appointment shall determine the date of his first furlough.

6. A missionary appointed by the Council who marries subsequent to appointment will not receive the salary of a married man until his wife has passed the same medical examination and received from the Council the same approval as that required in the case of wives of candidates applying for appointment.
7. Missionaries who have served under regular appointment of other missionary boards or religious organizations shall, upon regular appointment by the Council, receive credit for such previous service, except that the next furlough shall be due at the same time as in the case of an original appointment.
8. A widow of a missionary, if she received regular appointment upon the death of her husband, shall be given credit for service from the date of the appointment of her husband and shall receive children's allowances under the established rules. Such an appointment may be made without the submission of new papers.

QUARTERS

9. In the field regularly appointed missionaries are entitled to living quarters. Such quarters will not include furniture but will be screened at mission expense. If quarters cannot be provided an adequate rental allowance will be given.
10. On furlough a rental allowance will be provided as arranged with the Department. Allowances begin at arrival at furlough domicile and terminate at departure therefrom. If furlough is spent outside the United States special arrangements must be made with the Department.

DOMICILE

11. The domicile of a missionary is that which was registered with the Council when application was made for appointment. In case of a family the registered domicile of the man is considered the domicile of the family. The domicile may be changed from time to time with the approval of the Council. In the case of families separated because of action by the Bishop or Council another domicile than the registered domicile may be recognized by the Department.

TRAVEL

12. All missionaries travel in the United States and Canada on Clergy Fare certificates, and the amount advanced for rail tickets is calculated as to their cost when bought with these certificates. Application blanks are sent to the District Treasurer, and when the time permits missionaries coming home on furlough fill out the applications and return them to the Department. The certificates are sent to the missionaries, either to the field or to meet them at the port of debarkation.
13. Each adult receives the following:
 - a. Money for railroad tickets from domicile to port of sailing by direct route.
 - b. Pullman from domicile to port of sailing.
 - c. An advance for incidental expenses to be accounted for and any balance to be returned. These expenses include transportation of self and luggage, meals and tips on train and steamer; hotel bills at ports of sailing up to two days, passport fees, business telegrams. An advance for incidentals, to be accounted

for, is made for each child.

d. Steamer ticket.

14. The class of transportation on railroads and steamers will be determined from time to time by the Department with the object of providing comfortable travel at a reasonable rate.
15. The missionary is given a Travel Expense account blank on which he shall render an account to the District Treasurer on his arrival in the field.
16. The above provisions hold good for missionaries returning from the field to their homes, except that they are not expected to remain at the port of debarkation longer than the time required to secure rail transportation to their homes and the Travel Expense account shall be made to the Department.
17. Should the missionary wish to travel by an indirect route to or from his domicile he receives cash equal to the railroad fare, Pullman and steamer tickets by direct route, and \$40 for each adult, \$20 for each child, to be used for incidentals for which no accounting is required. Any additional expense connected with his trip is paid by the missionary personally.
18. The Finance Department sends a notice to the District Treasurer when a missionary sails, giving information as to the date to which his salary has been paid, the date of sailing, name of port and steamer, and the amount of money advanced for travel expenses, also a statement as to whether or not the money is to be accounted for.
19. In the case of new appointees, the notice gives

in addition to the above information, the date of appointment, and information as to the payment of outfit allowance. The Department notifies the Bishop of the sailing.

BAGGAGE

20. The following are the regulations in regard to baggage expenses. The usual allowance on U.S. railroads for the checking of baggage is a maximum of 150 pounds. Missionaries bound for Alaska are allowed to ship their personal effects by freight from domicile to the Pacific Coast, and to charge these freight costs to the money advanced for their incidental expenses. Those who live in the area east of Chicago may include charges up to \$37.00; those who live in the area west of Chicago may include charges up to \$23.00.
21. If a missionary using Clergy Fare certificates is obliged to travel through two zones of the country, he may charge his excess baggage beyond 150 lbs., and up to 250 lbs. (that is, an excess of 100 lbs.) to the amount advanced for "incidentals" for his travel, from his domicile to that point in the Western Bureau at which he can buy his ticket through to the port of sailing. From this point he is entitled to the regular 250 lbs. of baggage allowed a transpacific passenger.
22. A transpacific passenger, tourist class, is entitled to 250 lbs. of baggage carried free of charge. When buying a ticket through to San Francisco, Vancouver, or Seattle, it is necessary to show steamer ticket, and have the railroad agent stamp the ticket "transpacific" on the face, so as to allow the 250 lbs. of baggage.

23. With the exception of the above, excess baggage is to be paid for out of the outfit allowance. No allowance for freight is made to missionaries going to fields other than Alaska. If goods are shipped by freight such charges must be met personally. A newly appointed missionary has the option of using some of his outfit allowance for this purpose.

FREIGHT ALLOWANCES

24. Missionaries retiring from the field in good standing after at least one full term of service will be given a freight allowance on household effects as follows:

Single missionaries up to 5 tons

Married missionaries up to 10 tons

OUTFIT ALLOWANCE

25. Newly appointed missionaries are allowed the amounts specified below for the purchase of new outfits. This is given to cover the purchase of personal equipment and furniture, and to pay for freight made necessary by removal to another land. Generally, one half is paid after appointment and the balance after arrival in the field.

The outfit allowance must not be used for purposes other than those described above. A report of its expenditure must be made to the Department and any unused balance must be returned.

26. The amount received for the various fields is as follows:

Alaska, Brazil, China, Liberia, and the
Philippine Islands,

Single missionaries \$300

Married missionaries 600

Cuba, Puerto Rico, Virgin Islands, Panama
Dominican Republic, Haiti, Mexico, and
Honolulu,

Single missionaries \$225

Married missionaries 450

27. Missionaries returning to the field from regular furlough are entitled to an allowance to be used for outfit or freight as follows:

Single missionaries \$ 50

Married missionaries 100

28. A missionary of another Board receiving regular appointment while in the field is entitled to travel from previous station to new station only. No outfit allowance will be granted, but a reasonable baggage allowance will be granted.

SALARIES

29. Salaries of missionaries shall be in accord with a pay table adopted from time to time by the Council. Copies of this pay table may be obtained upon application to the Department. Salaries vary with the fields because of differences in the cost of living and other circumstances. A missionary temporarily transferred from one field to another shall receive the salary for the field in which he is temporarily working.

30. Field salary starts from the date when the missionary reaches the port serving his field, e.g., Shanghai, Manila, Monrovia, etc., and ceases when he leaves the port for home.

31. Increases in salary due to length of service shall date from the January 1st nearest the date of arrival in the field. Such increases are subject to any regulations in regard to language requirements which may be made by the Bishops in the various fields.
32. Missionaries on furlough, or for other reasons at home on salary, shall receive a standard home salary in accordance with a pay table adopted from time to time by the Council. Home salaries shall begin to be paid when the field salary ceases. Home salaries may be granted by the Department to missionaries under appointment pending their arrival in the field.
33. **Board in Institutions.** Missionaries living in mission institutions shall either provide their own board and all personal service such as laundry, etc., or shall pay to the institution monthly a sum sufficient to cover the cost of such board and service as determined by the head of the institution and approved by the Bishop.

CHILDREN

34. Upon appointment each married missionary shall file with the Department a statement as to all children in the immediate family, showing full name and birth date of each. Upon the birth of a child after the appointment of the missionary notification as to birth date and full name shall be filed with the District Treasurer unless the missionary is on furlough, in which case the notification shall be filed with the Department.

CHILDREN'S ALLOWANCES EDUCATIONAL ALLOWANCES

35. **General Rule.** Children's allowances do not necessarily represent the full cost of maintenance but are provided in consideration of the increased expense involved.

36. **Birth Dates.** For the purposes of the plan all birth dates shall be as of January 1st. Any child born before July 1st shall be dated as of January 1st of the year of birth and be entitled to the full allowance for that year. Any child born on or after July 1st shall be dated from the following January 1st. In this statement the word "birthday" refers to this hypothetical birthday.

37. **Fields Covered.** Allowances for children of missionaries under regular appointment by the Council are granted to those serving in the following fields:

Alaska	Philippines	Mexico	Japan
Cuba	Brazil	Puerto Rico	Panama
Haiti	Dominican Republic		
Liberia	India	China	

38. Allowances are also granted for children of retired missionaries as provided for under "Retiring Allowances".

39. **Children's Allowances.** The basic allowance for children of missionaries shall be as follows:

		No. of Years
From birth up to 5th birthday	\$400	5
From 5 years up to 10th birthday	150	5
From 10 years up to 18th birthday	250	8
From 18 years up to 22nd birthday	300	4
		<u>22</u>

40. **Educational Allowances.** In addition to the children's allowance an educational allowance of \$400. per half school year shall be paid to those children in school in the United States or elsewhere than where their parents are residing who have passed the 12th birthday and to those in school in the field who have passed the 18th birthday. An allowance of \$250. per half school year will be paid to those completing their fourth college year in their 23rd year. This plan provides for a basic children's allowance for all children, regardless of domicile, up to the 22nd birthday plus the payment of \$400. per half school year for those past their 12th birthday who are in school in the United States, and those past their 18th birthday who are taking their college work in the field. Inasmuch as the children's allowance ends at the 22nd birthday and to complete college work often requires an additional half year a special provision of \$250. for this final half year is made. Under this plan the basic allowance for the child's support is provided for each calendar year and the educational allowance when and as needed.
41. **Termination of Allowance.** Children's allowances shall cease on the January 1st, which under the definitions of the plan marks the 22nd birthday. Educational allowances shall not continue beyond four college years. Allowances for girls shall be cancelled in case of and at time of marriage. Allowances for either boys or girls shall cease after the 18th birthday upon termination of enrollment in school or college provided that he or she accepted remunerative employment.
42. **Adopted Children.** No allowances will be made for adopted children except by special action

of the Council, and then only when the child is of the same race as the missionary.

43. College Fund for Children of Missionaries.

The college fund was established to meet the appropriation for children of college age without recourse to the regular budget of the Council, as soon as the fund is of sufficient size. Additions to the fund, which are made annually from appropriations at the rates given below, are based on the number and ages of the children eligible for allowances between the time of birth and the 18th birthday. In the case of the death of any missionary or his retirement from active service in the field; or the death of a child of eligible age; or the failure of a child to continue his or her education, no missionary or child of a missionary shall have any claim against the college fund.

Appropriations to College Fund

Birth to 5th birthday	\$100 per annum	\$500
5th to 18th birthday	50 per annum	650

Note: The allowances referred to in sections 39, 40, and 43 are subject to the action of the Council and are not contractual.

FURLOUGHS

44. A furlough to the United States or domicile at time of appointment is granted after a definite term of service in the field. The term of service and circumstances vary according to the field. Travel time from and to the field in each case is not to be counted in the furlough term.

45. Alaska. The term of service for a single woman is three years, after which a furlough of six

months at home is granted. The first term of service for single and married men is three years, after which a six months' furlough is granted. All subsequent terms of service will be four years with a six months' furlough.

46. **Brazil.** The first term of service for women is four years, after which a furlough of six months at home is given. All subsequent terms of service will be five years. The term of service for men is five years followed by six months' furlough at home.

47. **China and Japan.** The first term of service for single women is four years, after which a furlough of six months at home is given. All future terms of service will be five years. The term of service for single and married men is five years, followed by six months' furlough at home. A teacher at St. John's University, Central China College, and St. Paul's University (Tokyo), having served three years may (by special arrangement between the Bishop and the Department) be given one year furlough on full salary for special study with the definite understanding that he will return to the field for a further term of five years.

47-A. **Philippine Islands.** The term of service is four years, after which a furlough of six months at home is given.

48. **Cuba, Puerto Rico, Virgin Islands, Dominican Republic, Haiti, and Panama.** The term of service for men and women is three years followed by three months' furlough at home. To teachers in Cuba, in place of the regular furlough, travel expenses, not to exceed \$180 round trip are paid each year during the summer vacation for a trip to domicile in the United States and return.

49. **Liberia.** The term of service is two and a half years, followed by six months' furlough at home.
50. **Mexico.** The term of service is three years, followed by three months' furlough at home.
51. In the Oriental fields, in cases where husband and wife are, one an American and the other European, round-the-world tickets (tourist class) may be authorized in order that they may visit their families in both countries.
52. Tickets and passage must be arranged on the field through the Mission Office or Bishop (when there is no Mission Office) and when returning to the field through the Travel Bureau of the Church Missions House.
53. **Furloughs for Bishops.** Bishops in charge of Districts shall be entitled to a furlough every three years. This furlough shall be taken preferably so as to include the period of the meeting of the General Convention, in which case an extension of one month shall be added to the furlough.
The Council will be responsible for the travel of the Bishops' families not more often than once in three years.
54. The furlough of Suffragan Bishops whose domicile is in the United States shall, except in unusual circumstances, be the same as that of regularly appointed missionaries.
55. Furloughs are given primarily for rest and study. During regular furlough the missionary may accept such speaking engagements as he may deem advisable. Such engagements should be made if possible through the Speakers' Bureau, but if made personally they should be reported to the Bureau.

56. Upon approval of the Bishop the Council may extend the furlough of any missionary for speaking engagements. During this period the services of the missionary will be at the command of the Speakers' Bureau, particularly for itinerary work.
57. If, for reasons approved by the Bishop, the furlough of a missionary is delayed for one or more years, the arrangements for such furlough may follow one of two courses:

1. He may take a furlough of the prescribed length, in which case his next furlough thereafter shall be due at the time it would have been due if the previous furlough had not been postponed.

2. Or he may take a furlough which shall be lengthened in proportion to the extent of postponement. In this case the time which would normally elapse before his next furlough shall be reckoned from the end of the lengthened furlough.

VACATIONS

58. Bishops in the field aim to make arrangements for all missionaries to have one month's vacation each year. This is difficult in certain fields and impossible in others, so vacations are necessarily dependent on local conditions, at the discretion of the Bishop and his Council of Advice.
59. **Emergency Furloughs.** Emergency furloughs due to sickness may be granted on recommendation of the Bishop after securing the opinion of two physicians separately, and getting the approval of the Department. One of the physi-

cians, when possible, should be from outside the Mission staff. In such cases the usual travel allowance will be granted and the regular furlough salary and rent allowance (if necessary) will be paid. The Council will determine upon the Bishop's recommendation whether or not such sick leave shall change the regular furlough dates of the missionary.

60. **Return after Furlough.** A missionary shall be returned after furlough to the Extra-Continental and Foreign Fields only after affirmative action by the Council upon the specific request of the Bishop, ascertained two months before the beginning of the furlough, accompanied by such detailed information as to the missionary's work and qualifications as the Bishop may think advisable and the Council may require. It is expected that the Bishop will confer with the missionary especially in cases where his return after furlough is not desired by the Bishop.

APPEALS FOR FUNDS

61. No appeals for special funds for special causes shall be made without the consent of the Committee on Projects and Appeals, appointed by the Presiding Bishop. All expenses incurred in raising special funds and transferring the money to the field (except items covered by budget appropriations, such as salaries of missionaries and officers and staff of the Council departments who may assist) shall be charged to the fund so raised.

DEPUTIES TO GENERAL CONVENTION

62. When a missionary on furlough in the United States has been appointed a deputy to the Gen-

eral Convention, his travel expenses from his domicile to the Convention and return shall be paid by the National Council.

PHYSICAL EXAMINATIONS

63. Unless conditions render it impossible, the mission shall arrange for annual physical examinations for all members of the mission and their families. Shortly before the return on furlough of any missionary the report of his physical examination shall be sent to the Department by the Bishop. At the beginning of furlough each missionary shall have a thorough physical examination by a physician approved by the Medical Adviser of the Department. If in the natural course of travel the missionary will be in New York City within four to six weeks of arrival this examination should be made at the Associated Medical Office, 150 Fifth Avenue. A sufficient amount of time must be allowed for rest and recreation to return to the field in the best possible physical condition. At the end of the furlough period (six weeks or so before the date of sailing) the missionary must secure clearance from the Medical Adviser. A further examination at this time may be required to be certain that all reasonable health objectives have been attained. No transportation for return to the field shall be provided until the consent and approval of the Medical Adviser has been obtained.

64. Requirements as to vaccination and inoculations are as follows:

a. Vaccination for small-pox at least once in four years; and in certain countries more frequently when the local medical authorities so require.

b. Inoculations: Inoculations for typhoid-paratyphoid at least once in two years. For diphtheria: - Children under twelve shall all receive the toxoid preventive treatment. Beyond that age it is advisable to give the Schick Test to see if the child is susceptible before giving the inoculation. For scarlet fever: - Authorities have been hesitant to recommend this for children. A consensus of opinion is that it is advisable but optional. If it is desired, it should be preceded by the Dick Test to determine whether a child is susceptible or immune. Cholera preventive inoculations are required only where cholera prevails. Yellow fever inoculation is required for workers going to areas where yellow fever is endemic (Liberia, Brazil).

MEDICAL AND DENTAL EXPENSES

65. All bills for medical and dental work must be made out in the name of the missionary and not in the name of the Mission, Council, or the Society. The Council will pay 80% of such bills with the following exceptions: - (1) to members of religious orders the Council will pay 90%; (2) expenses for orthodontia must be authorized by the Director and payment of bills for the same will be limited to 50%. Medical and dental allowances for children shall terminate under conditions and dates enumerated in Paragraph 41.
66. The Council is not responsible for medical or dental expenses incurred by missionaries on furlough unless advance approval has been given by the Director of the Department. The Council will, however, consider the payment of bills due to emergencies which do not permit of prior consultation. All bills shall be sub-

mitted in itemized form to the Department and audited by the Treasurer prior to payment.

67. All medical and dental bills incurred in the field, including the cleaning of teeth, must be submitted in itemized form by the missionary to the mission physician, (if any is attached to the mission) who will submit the same to the Bishop with his recommendation. If there is no mission physician the bills must be submitted directly to the Bishop. When certified by the Bishop the bills will be paid by the District Treasurer. Such bills include:
- a. Doctor's bills, including examination of eyes for glasses.
 - b. Nurses' bills.
 - c. Travel expenses of missionaries in going from an interior station to a central station for treatment. (When the condition of the patient requires a companion, the same travel expenses will be paid for the companion.)
 - d. Travel expenses of physician or nurse when going from a central station to an interior station to care for a missionary who cannot be moved.
68. Where the services of a specialist are necessary, the Council will allow such expense only when it is recommended in writing by the regular physician of the patient.
69. No regular allowance is made for the payment of bills for medicine. In cases where medicines of a special and unusual expensive character are necessary, a suitable allowance will be made.
70. Medical Service in the Field. At stations

where medical missionaries are working under appointment of the Council they are to be regarded as the physicians of the missionaries in that territory. They are expected to render necessary service without charge. Missionary hospitals shall charge board to missionaries at \$1.00 per day (50¢ per day to members of religious orders) or its equivalent in local currency. The Council does not hold itself responsible for any medical bills incurred where the services of such medical missionaries are reasonably available.

71. **Mission Hygiene.** Medical missionaries shall be the health and sanitation officers in their respective stations so far as the members of the mission are concerned, and are authorized to study and advise as to individual hygiene or general sanitation.

SALARY ADVANCES

72. District Treasurers shall make no salary advances beyond the current month except in cases of vacations or furloughs, and then only upon authorization of the Bishop.

OUTSIDE WORK OF MISSIONARIES

73. No missionary shall engage in any employment distinct from that of the mission to which he has been appointed, without first obtaining the consent of the Bishop, and money received in return for services so rendered is not to be regarded as an addition to private income, but must be reported to the Bishop and expended only on such objects as are approved by him. This rule shall cover royalties received from publications produced during the period of service. This rule shall not be interpreted to prevent missionaries, when on furlough, from receiving fees for services rendered, not connected with

work for the Council, provided such fees are occasional and do not constitute salary for any term longer than one month.

PUBLICITY: LETTERS AND STORIES

74. Missionaries supported in whole or in part by designated offerings are expected to write to the supporter at least twice a year sending a copy of the letter to the Department.
75. The Council must depend for its promotional work largely upon reports and stories from the field; and every missionary has a responsibility in this matter.
76. Letters and reports should be vital, personal, and dramatic, free from destructive criticism either of the people of the country or of the work of the mission. Photographs add greatly to the value of such reports.

AUTOMOBILES

77. No missionary is to drive an automobile while directly or indirectly in the service of the Missionary Society unless such car is adequately covered by liability and property damage insurance. It is the duty of the District Treasurer to enforce this rule.

SPECIAL AND PERSONAL FUNDS

78. All money given to missionaries *for their work*, is given to them as agents of the Society and is the property of the Society. Such money should be promptly deposited with the District Treasurer or the Treasurer of the Council in an account which by its title shows clearly the purpose for which the money has been given. Specials designated for maintenance of existing work may be disbursed for such purpose on order of the missionary or his successor. Upon

the transfer of a missionary from one district to another such special funds shall be retained for use in the district in which the missionary was located when the money was given. Specials designated for buildings or improvements are to be disbursed only for the designated purpose upon the advice of the Bishop.

79. Missionaries may deposit with the District Treasurer personal funds at their own risk.
80. Money which is the property of the missionary, if deposited with the Station or District Treasurer, should be in the name of the missionary and marked "personal".
81. In no case should money given for the work of the mission be deposited in the personal bank account of the missionary, except in the case of currency received, in which case a check for the same should be promptly sent to the Treasurer.

FINANCIAL SERVICES TO MISSIONARIES

82. The Treasurer of the Council is ready to serve missionaries in various ways, as for instance:

Regular deductions from salaries for -

- a. Dependents at home
- b. Payment of life insurance premiums
- c. Other purposes

Occasional payments in U.S.A. as arranged through the District Treasurer and deducted from salary.

Safe-keeping of wills, insurance policies, and other valuable papers.

MARRIAGE DURING TERM OF SERVICE

83. Upon marriage a missionary is entitled to receive an additional outfit allowance equal to the difference between the single and married allowance for that field.
84. If a missionary marries another missionary already in the field, there will be no added outfit allowance unless the married allowance is greater than the combined single allowances, and then only the additional amount shall be due.
85. Changes in marital status shall be reported to the District Treasurer unless the missionary is on furlough, in which case the notification shall be filed with the Department.
86. Changes in salary due to marriage take effect on the date of marriage.

RESIGNATION AND RETIREMENT

87. If a missionary resigns upon his own initiative before completing the first term of service, he is required to reimburse the Council for the expense incurred in paying for his outfit and his travel to and from the field in an amount to be pro-rated according to the length of time he has served, and he is not entitled to any home salary or furlough. This applies to a woman resigning as a missionary because of marriage to a man not under appointment by the National Council. This does not apply to a missionary resigning to accept a post under the jurisdiction of an overseas missionary bishop of this Church even though the National Council makes no contribution to the salary attached to the post.

88. In the case of a missionary whose services have been terminated by the Bishop or the Council, the salary shall be paid to the date of the termination of his services. Payment of additional salary and of return passage may be granted by the Bishop and the Council.
89. When a missionary resigns after completing at least one term of service or retires with the approval of the Bishop, such approval being ratified by the Council, and returns to his domicile, the salary shall be paid to the date when resignation or retirement becomes effective, plus home salary for the time necessary to reach domicile by the most direct route, and home salary for one-half the proportionate furlough earned, unless, within this time, remunerative employment has been accepted, in which case the home salary shall cease upon the date when such employment begins.
90. When a missionary retires and is granted a retiring allowance and returns to his domicile, the salary shall be paid to the date when retirement becomes effective, plus home salary for the time necessary to reach his domicile by the most direct route, after which time the retiring allowance shall begin.
91. In case a missionary resigns or retires and stays in the field, salary shall be paid to the date when the resignation or retirement becomes effective and no furlough or travel salary shall be due.

RETIRING ALLOWANCES

92. Retirement Because of Age. Each regularly appointed missionary who has completed 30 years of service for men, 25 years for women is en-

titled to a retiring allowance upon reaching the retiring age. The retiring age shall be 68 for men and 63 for women.

93. Rates. The amounts of retiring allowances shall be: - Single men or women, widows or widowers - \$1,000. per annum. Married couples - \$1,800. per annum. Three months after the death of a wife of a retired missionary his retiring allowance shall revert to the \$1,000. per annum rate. No increase will be granted in case of remarriage. Children's allowances will be paid as provided in the rules. These rates are not contractual and may be changed by action of the Council.
94. Retired missionaries are not entitled to rental allowances. Retired missionaries may be granted medical or dental allowances by special action of the Council. Retired missionaries are not entitled to funeral allowances, but in the case of the death of a retired missionary, or a missionary's widow receiving a pension, the payment of the retiring allowance shall be made for the month in which the death occurs and for two months thereafter.
95. Upon the death of a retired missionary leaving a widow, unless his marriage took place after his retirement, the widow shall continue to receive his retiring allowance for the month in which the death occurred and for the following three months, after which she shall receive an allowance at the single rate, unless she remarries.
96. The widow of a missionary who dies in active service can be granted an allowance only by special action of the Council.

97. From the retiring allowances there shall be deducted the amount paid from time to time by the Church Pension Fund or any other fund to which the Council has been making payments for the benefit of the missionary. If a retired missionary who is a clergyman accepts a regular salary for Church work when otherwise eligible for a pension from the Church Pension Fund, the amount of pension to which he would have been entitled except for such regular employment, shall be deducted from the amount of retiring allowance to be paid to him by the Society.
98. **Continuance of service beyond retiring age.** A missionary upon reaching the retiring age may be reappointed for a year at a time upon recommendation of the Bishop approved by the Council, until the ages of 72 for men and 67 for women are reached, at which time retirement is compulsory.
99. **Retirement for Causes other than Age.** A missionary retiring with the approval of the Bishop and the Council because of disability shall be entitled to an allowance provided he has completed 20 years of missionary service. In such cases the amount of the allowance will be such percentage of the normal rate as the years of active service are to 40 years in the case of men and 35 years in the case of women. Such allowance may be supplemented by special action of the Council, and the Council may grant allowances for disability not covered by the previous provisions.
100. A missionary resigning, or one whose services have been terminated by the Bishop or the Council, prior to reaching the retiring age and not

because of disability is not entitled to a retiring allowance.

99. **Residence.** Retired missionaries shall not occupy mission property, except by action of the Bishop and the Council.
102. **Persons employed in the field.** Persons "employed in the field" are not regularly appointed by the National Council and therefore are not entitled because of such employment to retiring allowances.

DEATH OF MISSIONARY

103. In case of the death of a missionary in active service the salary and children's allowances, if any, for the month in which the death occurred and for the following three months shall be paid to his widow or other dependents, if any.
104. Funeral expenses up to \$250. will be paid for a missionary or his wife or any minor unmarried child, unless a death benefit has been paid by the Church Pension Fund.
105. **Change in Salary because of Death.** Should the wife of a missionary die during his term of active service, his salary as a married man shall be continued for the month in which his wife's death occurred and for two months thereafter. After that date his salary shall be fixed from time to time by the Council upon the recommendation of the Bishop within the limits of single and married rates for his field and term of service. Children's allowances shall be continued.

DEBTS

106. Unless authorized by the Council, no missionary or missionary bishop shall incur any debt or obligation on behalf of any missionary work. If, in violation of this provision, debts are incurred, the Society will not be responsible for their repayment.
107. As an exception to the above, money may be borrowed or obligations incurred for the temporary protection or repair of property damaged by sudden disaster, in which case an immediate report to the Bishop and the Department should be made, accompanied by an estimate of the cost of permanent repair or replacement.
108. Missionaries expending their own money in the purchase of land or erection or improvement of buildings or in the maintenance of the work are not entitled to reimbursement.
109. Mission Treasurers shall not make loans or advances to missionaries except as provided elsewhere in this Handbook.

WILLS

110. Before leaving for the field each missionary is advised to make a will and deposit it in a safe place. The Treasurer of the Council or the District Treasurer can provide such a place and keep a record of the will. The family and both Treasurers should be notified where the will is kept if not deposited with the Council or the District Treasurer. The Treasurer of the Council will furnish information as to the making of wills.

ADHERENCE TO BUDGET

111. No District is permitted to overdraw its budget or any item therein, except as provided elsewhere in this Handbook, without express permission of the Council.

PREPARATION OF SCHEDULES OF ASKINGS BY MISSIONARY BISHOPS

112. Each missionary Bishop shall prepare and file with the Department a schedule of changes in and additions to the current budget desired for that district for the succeeding year. This schedule should not contain items for which no changes are desired. This schedule must be filed by March 15 in General Convention years, by July 15 in other years.
113. All increases or decreases from existing amounts shall be shown, including those due to new appointments, retirements, length of service, change in marital status, additional children, etc. Except for automatic changes provided for in regulations passed by the Council (i.e. "under the rules"), reasons should be given in notes appended and numbered to correspond with the item numbers. New or increased items should be listed in the order of importance.
114. Requests for such changes in salaries as apply to all workers in the District should be made separate from the schedule itself.
115. Requests for new buildings, extensive repairs, purchase of land, and other capital needs should be on a separate schedule.

116. Schedules should be mailed to the Director of the Department. As soon as possible after receipt each schedule shall be sent to the Department of Finance for checking as to:

Changes under the rules:-

- a. Children's allowances
- b. Salaries
- c. Insurance

Specific actions of the Council

Correctness of figures

117. Officers of the Department shall then prepare an abstract of the changes desired by the Bishop. The total increase or decrease because of changes under the rules or because of specific action of the Council may be shown in one item. Other changes desired shall be shown in detail and supported by the recommendations of the Bishop and the officers of the Department as to each item. The abstract shall then be sent to the Department of Finance.
118. The schedules will then be presented to the Department and the Council at their October meeting for tentative action.
119. The Department will transmit to the Bishops and the Department of Finance to the District Treasurers (in duplicate) the tentative budget.
120. Final action on the budget shall be taken by the Council at the February meeting, after which the final schedules will be transmitted to the field in the manner described in Section 117.

TRANSFER OF BUDGET ITEMS

121. Except as to items for salaries, allowances for the education of children, summer rents for American missionaries, taxes, insurance, and sinking funds, the bishops in the foreign, Latin American, and extra-continental fields are authorized to expend, for purposes already in the annual schedule of appropriations, any unused balances in each annual appropriation schedule, at their discretion; provided that a detailed report is made to the Council through the Department at the beginning of each year, as to how the money, resulting from unused balances, has been used; provided further, that the use does not entail increased cost of maintenance for the future; provided further, that no new work shall be undertaken without the approval of the Council.

MINUTES OF COUNCIL

122. The Secretary of the Council shall mail to each Bishop a copy of the minutes of each meeting of the Council.

FINANCIAL ADVICES

123. The normal channel of communication with the Missionary Districts is from the Department to the Bishop. Certain financial matters require direct communication between the Treasurer of the Council and the District Treasurer as follows:—
124. The Treasurer of the Council shall promptly notify the Treasurer of each District as to:

Council Action

- a. Adopting the annual budget
- b. Authorizing changes affecting the budget
- c. Granting Furlough, Retiring and other Allowances
- d. With regard to special gifts or appropriations

Routine Transactions, such as

- a. Payments made in the United States to or on behalf of missionaries or institutions
- b. Salary and travel payment to missionaries going to the field
- c. Receipt of special funds
- d. Other miscellaneous financial transactions

125. The District Treasurer shall promptly notify the Treasurer of the Council with regard to:

Any matter originating in the field which may affect the appropriation schedule

Salary and travel payments made to missionaries leaving the field

Any other financial transaction affecting the annual appropriation or special accounts

EXPENDITURES DURING FIRST THREE MONTHS OF THE YEAR

126. As the final action on the budget of each year cannot be taken until February, the bishops are authorized to expend during the first three months of the year the amounts for each item as contained in the budget of the previous year and such other amounts as have been spe-

cifically authorized by the Council. Exceptions to this rule are changes in salaries and children's allowances as provided elsewhere in this Handbook or in the pay table.

BUILDINGS ERECTED ON MISSIONARY PROPERTY

127. Buildings erected on missionary property become immediately the property of the Mission no matter what the source of the money used in their erection.

PURCHASE OF PROPERTY

CONSTRUCTION OF BUILDINGS

128. No purchase of property or construction or reconstruction of buildings costing more than \$1,000 shall be undertaken without authorization of the Council except when paid for from funds provided locally.

RENTAL OF PROPERTY

129. Property not needed for the use of the Mission may be rented with the approval of the Bishop. If such rental is for a term of more than three years, or for a rental of more than the equivalent of \$1,000 per annum, the lease should be approved by the Council.

SALE OF PROPERTY

130. No property held by or on behalf of the Society shall be sold without authorization of the Council.

FIELD INCOME
SALES OR RENTALS

131. Money received from the sale or rental of property held by or on behalf of the Society is the property of the Society and can be used only upon authorization of the Council. No District or Station has a vested right to the use of such money unless the property from which such money is derived was purchased or constructed from funds designated by the donor for such Districts or Stations.

VACANCIES IN STAFF

132. Whenever a vacancy occurs in the missionary staff, the Bishop is authorized to use the salary appropriation concerned for the salary of a person temporarily filling such a vacancy. He should make prompt report of such action to the Director, who will take steps to secure a permanent successor.

DISTRICT TREASURERS

133. **Appointment.** District Treasurers and Assistant Treasurers shall be appointed in the usual way except that each such appointment must receive the approval of the Department of Finance of the Council.
134. **Responsibility.** As members of the Mission, Treasurers are under the authority of the Bishop but are also responsible to the Treasurer of the Council as to making an accurate report of all financial transactions and the observance of rules and regulations as to finance as established by the Council.

135. **Use of Funds.** The District Treasurer is responsible for the expenditure of appropriation funds in accordance with the budget approved by the Council, subject to such transfers as are approved by the Bishop in accordance with the rules of the Council. He is also responsible for the use of all designated "Specials" solely in accordance with the purpose for which such money was given.
136. **Deeds.** The District Treasurer shall be the custodian of all deeds to mission property. An abstract or description of such deeds shall be filed with the Treasurer of the Council. All deeds shall be in the name of "The Domestic and Foreign Missionary Society of the Protestant Episcopal Church in the United States of America", or in such other name as may be approved by the Council, so far as such action is in accord with the laws of the country in which the property is located. By permission of the Bishop and the Council property may be held in the name of a duly incorporated body operating an institution under control of or associated with the District.
137. **Insurance.** The District Treasurer shall be responsible for keeping all property in the District adequately insured against fire and, when so authorized by the Council, against other hazards such as earthquake, typhoon, etc. He shall also be responsible for automobile insurance as stated under "Automobiles".
138. **Accounts.** The District Treasurer shall keep clear and accurate accounts of all receipts and expenditures on "Budget Accounts", "Specials Accounts", and "Local Accounts", and for-

ward to the Treasurer of the Council an annual report thereof and such other reports as the Council shall require. Mission institutions and station treasurers shall file with the District Treasurer annual financial reports in triplicate. One copy of all institutional reports shall be transmitted to the Bishop and one to the Treasurer of the Council.

139. **Audits.** As provided in the Canons of General Convention all accounts shall be audited annually. District accounts shall be audited by auditors approved by the Treasurer of the Council. Station accounts may be audited by the District Treasurer. Accounts of mission institutions may be audited by the District Treasurer if he is not the treasurer of the institution, otherwise by independent auditors.

140. **Debts.** No District Treasurer shall borrow money on account of the District or incur debt in any way except by permission of the Council.

141. **Deposits.** Deposits of funds in the hands of District Treasurers shall be made only in institutions approved by the Bishop and the Council.

142. **Bonds.** As provided by the Canons of General Convention all District Treasurers, Assistant Treasurers, and other custodians of money or securities shall be covered by fidelity bonds in amounts approved by the Department of Finance of the Council. The cost of the premiums on such bonds shall be included in the annual budget of the District.

143. **Funds.** Funds which have been transmitted by

or through the Council for endowment of mission institutions or awaiting use may be invested by the District Treasurer only upon approval of the Bishop and of the Department of Finance of the Council as to the character of such proposed investment. Funds for such purposes raised locally may be invested by the District Treasurer with the approval of the Bishop and the authority of such institutions as may be concerned. Reports in detail of such investments shall be rendered to the Council annually.

144. **Station Treasurers.** Station Treasurers and all who handle station funds shall be responsible to the District Treasurer and shall keep records and make expenditures and reports in accordance with his instructions. No mission funds are to be deposited in personal accounts.

145. **Correspondence.** Correspondence on financial and property matters shall be from the District Treasurer to the Treasurer of the Council. Copies of correspondence regarding movements of missionaries, advances for travel and salary, etc., shall be sent to the Department.

146. **Travel Accounting.** Upon the departure of a missionary to the field, whether after furlough or on a new appointment, the Treasurer of the Council shall send a statement to the District Treasurer covering salary payments, travel, and other allowances and advances. Upon the departure of a missionary from the field a similar statement shall be sent by the District Treasurer to the Treasurer of the Council with a copy to the Department.

